#### ANNEX C

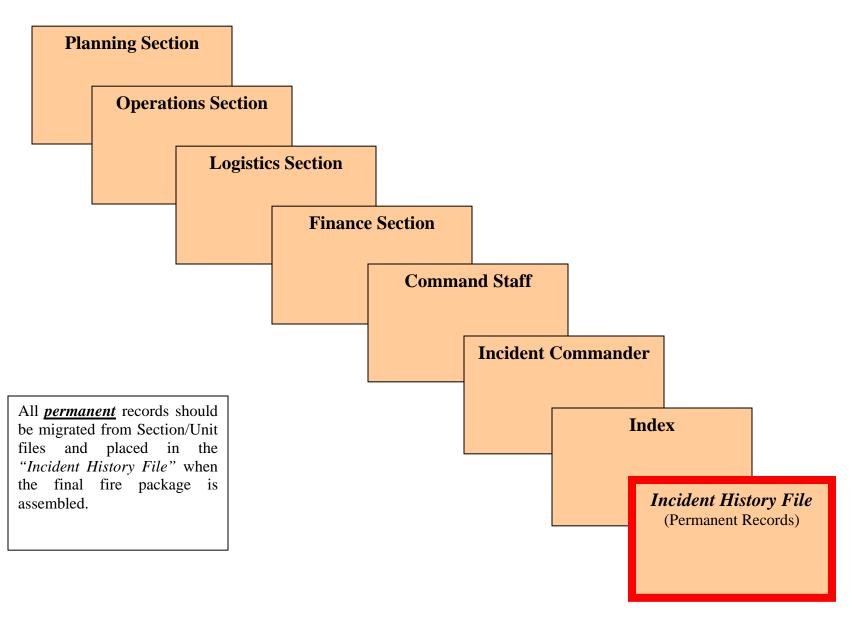
#### DOCUMENTATION PACKAGE FOR LARGE FIRE INCIDENTS

A quality fire package standard should be conveyed to IMTs at in-briefings and be included in Delegations of Authority. Establish transfer requirements for fire package contents from IMT to IMT on long duration incidents. This is especially important when fires are transferred from one complex to another. All line officer training should teach a standard level of documentation. Incidents of long duration should have one individual assigned to documentation by the hosting agency(ies) who will stay for the duration of the incident. Line Officers should review fire packages well before closeout meetings to ensure the packages meet their quality and documentation expectations. If the package is deficient, keep the team assigned until it meets expectations of a quality fire package.

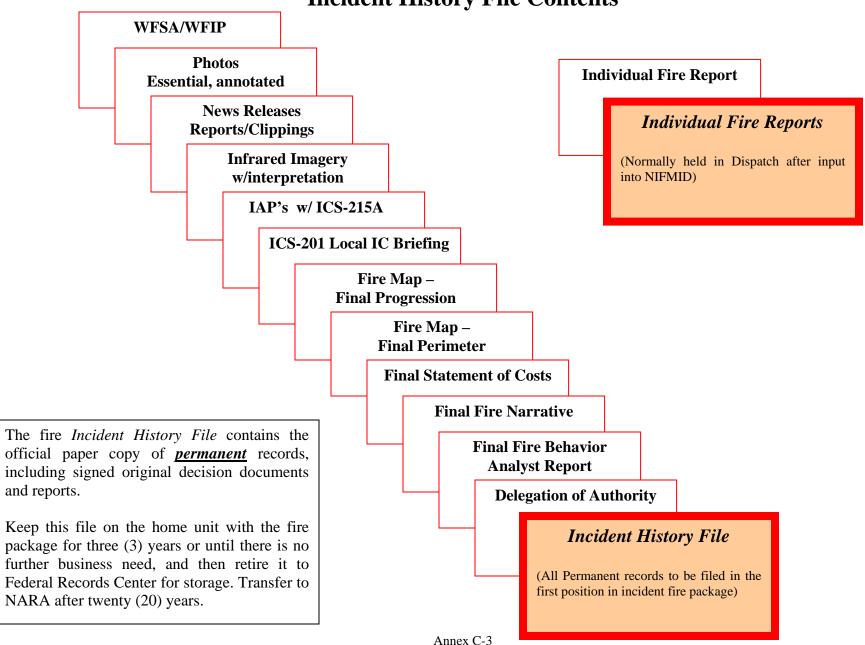
Incident Records Management information can be found at: http://www.nifc.gov/records.

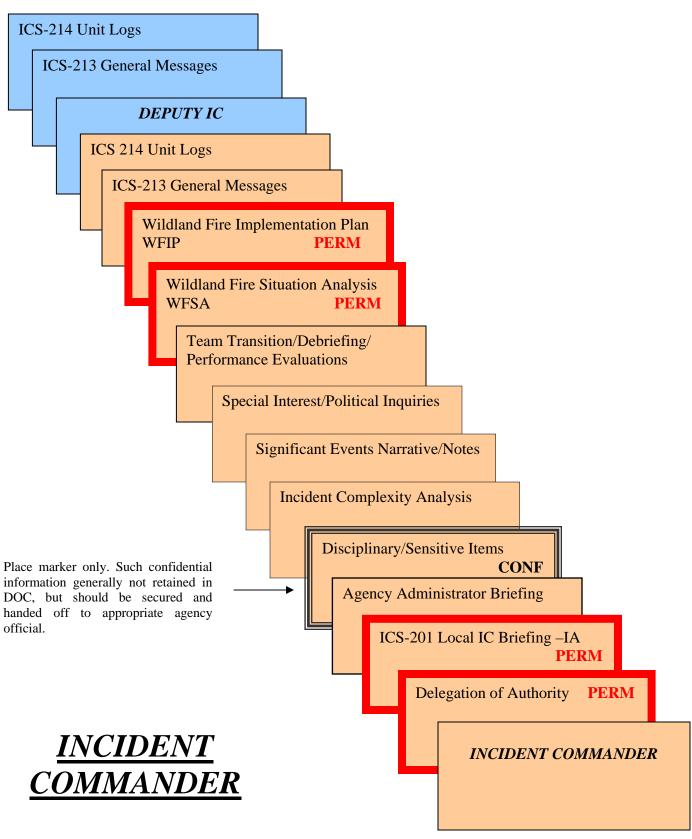
Following is an outline of documentation that could be included in a large fire incident fire package.

# Wildland Fire Incident Records Paper Document File Directory

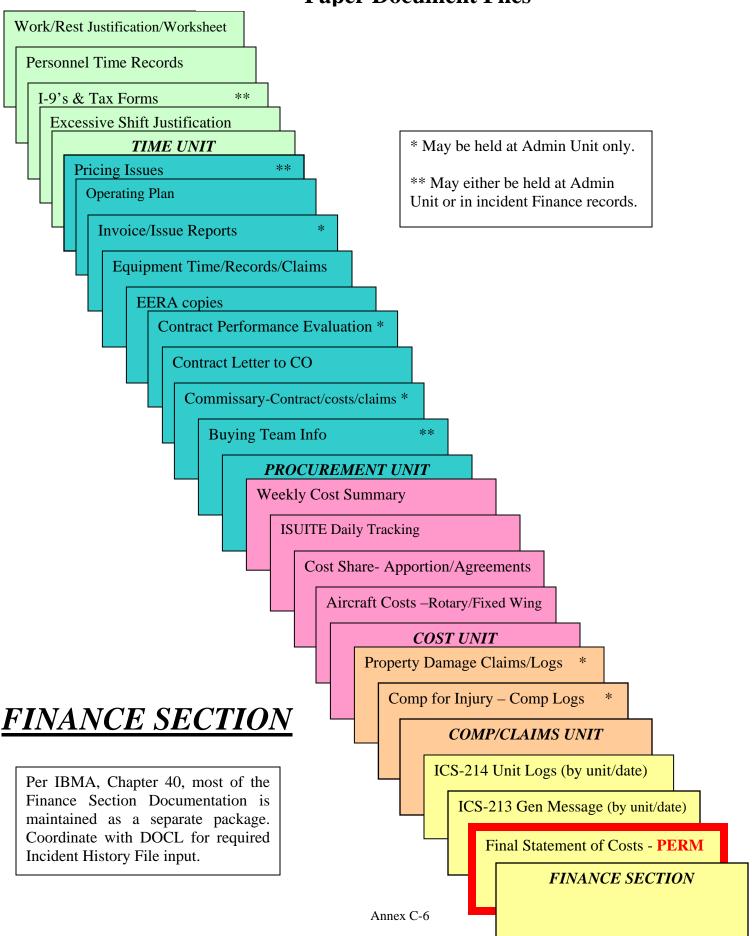


## Wildland Fire Incident Records Incident History File Contents

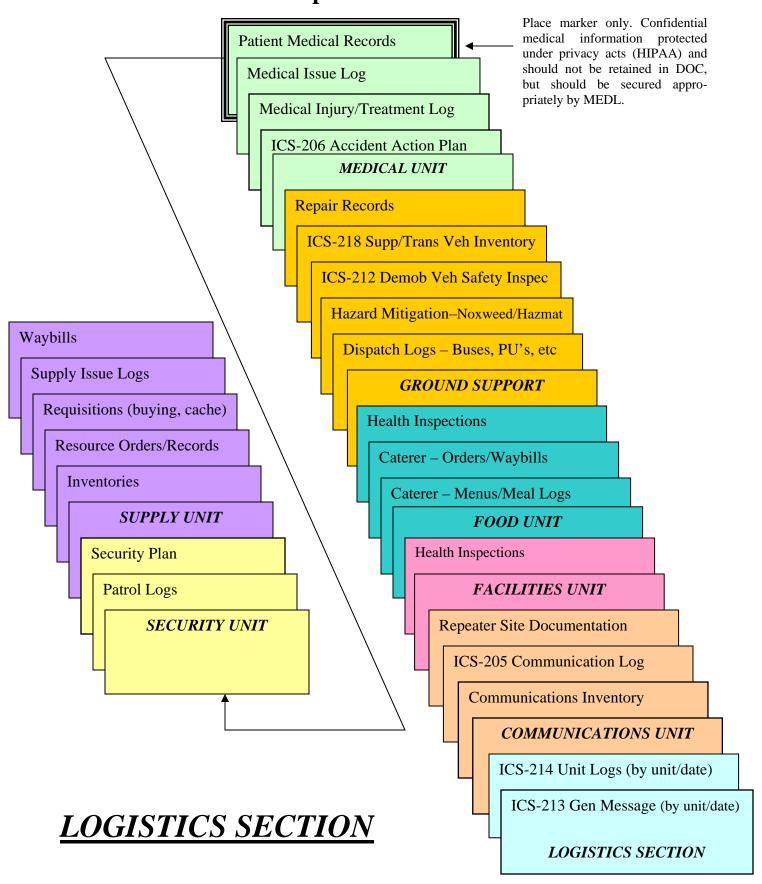


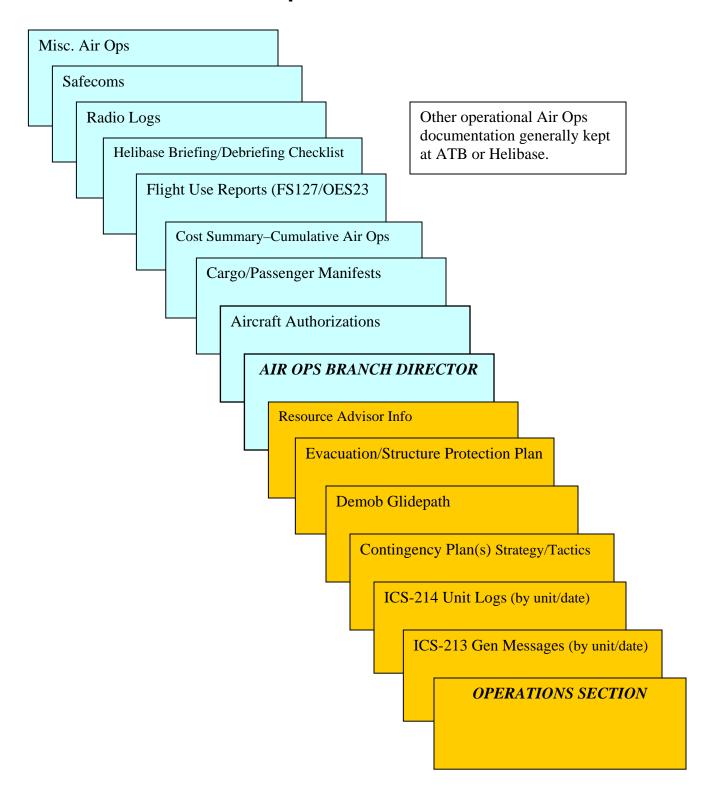


#### Wildland Fire Incident Records Version 1-25-06 **Paper Document Files** Significant Events Contact Log/Conversation Rec. LIAISON/AGENCY REPS Human Resource Files may all be Significant Events **CONF** confidential and not retained in DOC package. Pertinent info. handed off to Critical Incident Stress Narrative appropriate official at host unit. **CONF HUMAN RESOURCES Safety Inspections** Line Safety Checklist JHA's/Fire Shelter Training Hazard Abatement/Safety Strategy **Accident Investigation Reports** SAFETY OFFICER Web Pages Thank You Letters Public Meetings/Briefings Press Releases/Documents **PERM** Newspaper Clippings **PERM** Media Log/Key Contacts Daily Fire Updates Closure Orders Community Relations/ **Public Service Announcements** FIRE INFORMATION OFFICER **COMMAND STAFF** ICS-214 Unit Logs (by unit/date) ICS-213 Gen Message (by unit/date) COMMAND STAFF Annex C-5



Version 1-25-06





#### **OPERATIONS SECTION**

